

RadNet Working Group Guidelines

Working Group Guidelines

1. The formal name of the RadNet Committee is renamed the RadNet Working Group.
2. No member of the RadNet Working Group is permitted to say "It won't work" in the context of Working Group business. If a problem is identified, the member(s) must state the problem and an accompanying solution. For example: The RadNet Header does not support a calibration mode, but the problem can be fixed by adding one byte to the header.
3. *End user* is defined as an individual from the nuclear industry who meets any one of the following requirements, 1) may recommend, specify, or purchase radiation detection instrumentation, 2) may recommend, specify, or purchase radiation protection software, 3) uses the instrumentation at an NRC or DOE site, 4) uses radiation protection software at an NRC or DOE Site.
4. *Vendor* is defined as an individual belonging to a company, 1) that manufactures instrumentation, 2) or develops software for the nuclear industry.
5. *Super majority* is defined as 75% of the voting membership of the RadNet Working Group.
6. There will be no term limits for vendor working group members.
7. End user working group members will be limited to 3 years.
8. End user working group members must agree to accept the RadNet Chair position if selected as an end user working group member.
9. End user applicants will be presented to the RadNet Working Group and voted on by the members of the RadNet Working Group. A super majority will be required.
10. End users can be removed from the RadNet Working Group membership by a super majority vote of the vendor members. The vote will be held by secret ballot.
11. New/removal vendor membership shall be approved by a super majority vote of all current RadNet Working Group membership.
12. The working group Chairperson position will be limited to one year. This position will be held by a working group end user. The Chairperson position will be held by a end user committee member. The vendor members of the committee shall vote and approve the selection of the committee Chairperson. The end user shall spend at least 1 year on the RadNet Working Group prior to becoming the RadNet Working Group Chairperson.
13. The RadNet Working Group Chairperson is responsible for the RadNet Protocol Documentation.
14. The Chairperson is responsible for ensuring that the RadNet Protocol proceeds in a timely fashion. All members shall support this effort.
15. A vendor member of the RadNet Working Group will hold the Assistant Chairperson position. The individual selected for this position will serve in this position for a period of 1 year. The Assistant Chairperson will assume the duties of the Chairperson of the RadNet Working Group whenever the RadNet Working Group Chairperson can not fulfill the duties or is unavailable to attend a RadNet Working Group meeting.

16. The working group meeting minutes will be shared among the RadNet Working Group meeting members. The Chairperson is responsible for assigning this task at the start of the meeting.
17. Membership on the RadNet Working Group is made up of volunteers and provides no financial support to working group members.
18. The NSA shall provide meeting facilities for the RadNet Working Group meetings.
19. The NSA board members can attend any meeting or audit the progress of the RadNet Working Group. The NSA holds no voting rights on technical issues, however, the NSA has the right to vote on issues that may pertain to the NSA or nuclear industry. The NSA has veto rights if an issue is deemed detrimental to its mission or role in the nuclear industry. The President of the NSA is responsible for making such a determination.
20. The Chairperson will ensure that the President of the NSA is kept informed of the Status of the RadNet Working Group.
21. The NSA has the right to withdraw support for the RadNet Working Group whenever the NSA board of directors deem it necessary to do so.
22. When a RadNet Working Group meeting is scheduled, a vendor member company will be asked to sponsor the meeting. This sponsorship includes arranging a meeting room and helping to coordinate the meeting, etc. with the Chairperson.
23. The RadNet Working Group may meet twice a year at the following times and locations: HPS mid-year meeting and the HPS annual meeting. Approximately one month prior to these events, the Chairperson will ask the membership if the working group should meet. If a super majority saying "yes" is not achieved, then the RadNet Working Group meeting shall not be held. The intent of this working group is to meet only when issues dictate that a meeting is necessary.
24. Vendor members should poll their end users for input.
25. Vendor members should be knowledgeable of their product line, computer networking, interfaces, etc..
26. End users should be knowledgeable of health physics instrumentation, use of instrumentation in the NRC or DOE world, operational health physics practices, working knowledge of NRC and DOE regulations, networking, interfaces, etc..
27. A super majority must approve changes made to these guidelines.
28. All working group members may cast one vote.

RadNet Protocol Voting Procedure

1. The Chairperson will email a request for protocol specifications to working group members. The Chairperson will set a response due date by which the working group members must supply their response to the request. A minimum of two weeks must be given for working group members to respond.
2. After the due date for the protocol specification has expired, the Chairperson will combine the comments into formal protocol specifications.
3. The Chairperson will then submit a proposed protocol to working group members. The Chairperson will set a response due date by which the working group members must supply their response to the

request. A minimum of two weeks must given for working group members to respond.

4. **The Chairperson will email a voting form to working group members for approval of the protocol.**
5. **If the voting member wishes to provide comments, they shall forward these comments to the Chairperson of the RadNet Working Group. If no response is received from the member then the vote will be considered an abstain vote. A super majority will be required for approval of new protocol before this working group.**
6. **A minimum of one year must elapse before any change can be made to an existing protocol, unless the Chairperson finds/demonstrates a compelling reason for an earlier time.**
7. **Any change to an existing protocol will require a unanimous vote by the working group members for approval of the changes.**
8. **When RadNet Working Group meeting is held, a super majority of the attending members will be required for approval of tabled items. If a member is unable to attend a meeting, then the member can submit their vote to the Chairperson prior to the meeting. A committee member may choose to have another representative of their company attend the meeting and cast their vote. It is the responsibility of the member to make these arrangements.**
9. **If a working group member wishes to submit comments, the individual will submit the change/comment to the Chairperson. The Chairperson will then distribute the comments/changes to all working group members for a vote/review.**
10. **All items will be open for discussion for a minimum period of 7 days, by the end of which time the working group member must submit their comments. The Chairperson is responsible for setting the date.**
11. **See Voting Email Format for ballot format.**
12. **There are only four choices for a voting ballot: 1) Approve, 2) Approve with qualifier, 3) Disapprove, and 4) Abstain.**
13. **If an individual votes "Approve with qualifier", a qualifier and its attendant rationale must be provided. The qualifier will be submitted to the working group for a vote. If a supporting super majority is obtained then the qualifier shall be incorporated into the original item up for a vote.**
14. **If an individual votes "Disapprove", a qualifier and its attendant rationale must be provided. The qualifier will be submitted to the working group for review.**